



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Professional Fees and Dues	
POLICY NUMBER: DJJ 108	
TOTAL PAGES: 2	
EFFECTIVE DATE: 12/08 /2014	
APPROVAL: Bob D. Hayter	,COMMISSIONER

I. POLICY

Staff shall be reimbursed for the cost of professional licenses, certifications, professional insurance, and organizational affiliations required as a condition of employment.

II. APPLICABILITY

This policy shall apply to Department of Juvenile Justice (DJJ) staff. Contract programs shall adhere to their parent agency's policy governing staff reimbursement for professional fees and dues.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. The Commissioner may, on a case-by-case basis, approve exceptions to this policy when specific justification exists if it is in the best interest of the department and the Commonwealth.
- B. The Commissioner may, on a case-by-case basis, approve the payment or reimbursement of professional licenses, certifications, professional insurance, and organizational affiliations when not required as a condition of employment. These requests shall include a justification outlining the clear and direct relationship to the work of the agency and to the staff's job effectiveness in their present position. All other requirements of this policy shall apply to these payments or reimbursements.

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- C. Staff shall submit a written request, including the invoice for payment or a travel voucher with the invoice attached for reimbursement and the Commissioner's approval when applicable, through their chain of command to the Fiscal Branch.
- D. Payment or reimbursement shall not be granted for late fees, unless incurred due to inaction by the department.
- E. Staff who have received payment or reimbursement of a professional license, certification, professional insurance, or organizational membership shall be required to sign a promissory note and shall be obligated to continue to work for DJJ for the number of months covered by the license, certification, insurance, or organizational membership.
- F. Staff receiving payment or reimbursement of licenses, certifications, insurance, or organizational membership shall sign a promissory note acknowledging all obligations and authorizing the department to recover all of the cost of dues and fees paid if:
 - 1. Staff have received duplicate reimbursement for the dues or fees from some other source; or
 - 2. Staff have been dismissed or voluntarily terminated prior to the time limit specified in the promissory note with the department.
- G. The requirements of this section shall not apply to staff who do not meet the service requirement because of layoffs, reduction of work force, or actions resulting from internal mobility programs or transfer to another state agency.
- H. Offices and facilities of the department shall ensure that race, color, religion, national origin, sex, disability, sexual orientation, gender identity, genetic information, veteran's status, or age shall not be factors in approval for payment or reimbursement of professional license and certification fees, professional insurance premiums, and dues for memberships in professional organizations.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Fiscal Branch.